

Camp Counselor

New England Botanic Garden at Tower Hill, PO Box 598, Boylston, MA 01505 | (508) 869-6111

Direct Manager:	Manager of Youth Education		
Department/Group:	Education	Job Category:	Seasonal Part-time Non-exempt
Location:	Boylston, MA	Travel Required:	No
Salary Range:	\$18.85	Apply:	https://bit.ly/nebg-jobs

Position Overview

Under the direction of the Manager of Youth Education, Camp Counselors lead week-long day camps for children ages 5-12. Counselors are part of a dynamic, creative youth education team that are responsible for leading and engaging children in inquiry-based outdoor exploration using hands-on activities, songs, games, stories, art projects, and science investigations.

Our Culture

- Be part of an exceptional, respectful, and inclusive workplace culture that values both high performance and work-life balance.
- Be welcoming to all staff and the public and respectful of staff differences and preferences.
- Work for an organization deeply committed to diversity, equity, inclusion, and accessibility (IDEA).
- Explore opportunities to attend IDEA workshops and initiatives that foster a culture of belonging across the organization.

Responsibilities

- Learn and deliver a set curriculum of inquiry-based lessons and activities focused on plants, animals, gardening, ecology, art, and dramatic play for children aged 5-12.
- Adjust teaching styles and content delivery methods to present information at the appropriate age and grade level.
- Set up and break down daily program materials and supplies.
- Manage and maintain daily and weekly camp activity schedules.
- Monitor campers in all types of indoor and outdoor environments and be mindful of the safety and welfare of all participants, fellow staff, and visitors.
- Implement New England Botanic Garden's behavior management strategies, set clear expectations, provide positive reinforcement, redirect unacceptable behavior, and offer guidance and support to each camper.
- Maintain a positive attitude and create a safe and fun learning environment.
- Work collaboratively with fellow Camp Counselors, members of the Education team, and other NEBG departments.
- Communicate clearly in writing and in conversation with staff, campers, and parents/guardians.
- Learn and follow NEBG's emergency and health and safety protocols.
- Attend seasonal summer camp training.

Camp Counselor

- Work with an awareness of surroundings and be vigilant to any possible threat to the safety of staff and the public, or NEBG. Ensure all concerns are reported promptly.
- Comply with the provisions of the current Employee Handbook, all published personnel policies, and the requirements of the job description.
- Other duties as assigned.

Schedule

The Camp Counselor is an hourly, part-time, and seasonal summer position. The schedule for this position is Monday through Friday, 8:30AM-4:00PM for five weeks from July to mid-August. Candidates must be available for all dates including two full-day training sessions, in July before camp starts. Work is performed both indoors and outdoors. The majority of each day is spent supervising campers outdoors in all weather conditions.

Physical Demands / Working Conditions

- Must be able to lift 25 pounds and work outdoors in seasonal extremes for up to 7 hours/day.
- Must be able to bend, squat, kneel, stand, and walk for up to 7 hours per day and to navigate uneven grounds and stairs evenly.
- Must be able to work with appropriate computer and communications equipment.

Note: Duties described above, other duties and physical demands have been identified as essential functions as required by the Americans with Disabilities Act.

Qualifications

- At least 18 years old.
- High School diploma or equivalent.
- CPR and First-Aid Certification; NEBG will provide access to training if needed.
- Mandated Reporter Training; NEBG will provide access to training if needed.
- Minimum of one year of work experience teaching or supervising children ages 5-12 in a classroom or informal learning environment.
- Basic classroom management skills and experience with behavior management practices.
- Experience teaching different age groups and modifying approach to be age appropriate.
- Experience leading activities focused on environmental science or teaching in an outdoor or camp setting a plus.
- Experience learning and delivering a provided curriculum.
- Demonstrated enthusiasm for working with young audiences.
- Ability to create a positive, safe, and fun learning environment.
- Ability to use clear, effective written and spoken communication.
- Adaptable and flexible; can shift gears comfortably and embrace change.